



# Learn and Serve Idaho

## GRANT PROPOSAL PACKET

Proposals are due to the Idaho State Department of Education  
on or before **5:00 p.m. June 15, 2006**

Applications received after that time will not be accepted or reviewed.  
Faxed applications will not be accepted or reviewed.

Send the original and three (3)  
unbound copies of the completed grant proposal to:

**Idaho State Department Of Education  
Attention: Dr. Dan Prinzing  
PO Box 83720  
Boise, ID 83720-0027**

**Proposal Deadline**

**June 15, 2006**

# Learn and Serve Idaho

**\*\*\* Please read the entire packet before beginning your application\*\*\***

Idaho's State Department of Education is requesting proposals for participation in the *Learn and Serve Idaho* Project.

*Learn and Serve Idaho* provides young people with opportunities to serve Idaho by connecting community service with academic learning, personal growth, and civic responsibility. Grantees create new service learning programs, replicate existing models, and train staff, faculty, adult volunteers, and students in service learning. Participants are K-12, school-age youth.

Eligible applicants are Idaho K-12 schools of any grade span. Grantee schools must be committed to service learning as a teaching/learning strategy and as an integral component of education.

The SDE will award grants totaling up to \$ 40,000 for the express purpose of implementing service-learning projects. Continuation of funding after year one will be based on the demonstrated progress toward achievement of project goals and the availability of Federal funds.

## Overview

The vision of *Learn and Serve Idaho* is to assist schools in implementing site-based programs of service learning through policy, practice, and capacity building. *Learn and Serve Idaho* provides financial and technical assistance to schools as they develop and implement policies and supportive structures at all levels, while reducing barriers to the institutionalization of service learning.

The overarching goals of this project are to:

- Increase the integration of quality service-learning practices in Idaho's K-12 schools;
- Develop appropriate models of service-learning for schools that are also aligned with state-mandated educational standards and benchmarks;
- Increase youth choice and leadership in school and community problem solving.
- Develop collaborative partnerships with the local community agencies to support high quality meaningful service experiences.

## Program Elements

*Learn and Serve Idaho* engages students in structured, hands-on service projects that meet community needs and at the same time, helps participants develop personal, civic, and academic skills. Programs provide high quality service-learning opportunities for elementary and secondary school students. School-based service learning seeks to integrate a community service philosophy and activities into academic curricula. In school-based service learning, classroom studies complement community experiences and enable students to reflect upon and take action in addressing community needs.

Participating schools will:

- Implement service-learning through both policy and practice during and beyond the grant period;
- Identify a Service-Learning Coordinator for the school or project;
- Support the professional development of the Service-Learning Coordinator and teachers;
- Support a Youth Advisory Council drawn from the student population with the purpose of providing authentic youth voice to service-learning efforts;

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- Document the work to provide information and leadership to other schools and districts in the state and to the Corporation for National Service;
- Provide biannual reports to Idaho's State Department of Education demonstrating progress.

### Types of Service

Students work with the community to identify needs and determine appropriate service activities. Projects address local needs in the areas of education, public safety, the environment, homeland security and other unmet human needs. Many projects include partnerships with schools, hospitals, nursing homes, community recreation centers, day care centers, parks, and human service agencies of all types. The intensity of service activities varies from a few hours per month to twenty hours per week.

### Citizenship Education

The civic mission of Idaho's schools, as defined in **Idaho Code 33-1612. Thorough system of public schools**, requires that "The importance of students acquiring the skills to enable them to be responsible citizens of their homes, schools and communities is emphasized."

A corresponding acknowledgement on the **annual accreditation report** asks principals to document the level to which "All students are provided with an opportunity to enhance their civic content knowledge and participatory skills through a school-defined commitment to citizenship education."

The state's framework for citizenship education draws upon the recent report published by the Carnegie Corporation and the Center for Information and Research on Civic Learning and Engagement (CIRCLE) and the six promising approaches to civic education:

1. Provide instruction in government, history, law, and democracy.
2. Incorporate discussion of current local, national, and international issues and events into the classroom, particularly those that young people view as important to their lives.
3. **Design and implement programs that provide students with the opportunity to apply what they learn through performing community service that is linked to the formal curriculum and classroom instruction.**
4. Offer extracurricular activities that provide opportunity for young people to get involved in their schools or communities.
5. Encourage student participation in school governance.
6. Encourage students' participation in simulations of democratic processes and procedures.

### Funding

Idaho's State Department of Education makes grants to local partnerships to operate service-learning programs in schools and communities. Projects range from 1 – 3 years in length and \$2,500 to \$5,000 depending on project scope. ***All grantees must provide dollar for dollar matching funds at 50% of the total program cost. Federal funds cannot be matched with federal funds.***

Grant funds may be used to:

- Develop and carry out service-learning projects.
- Train teachers to incorporate service-learning into curricula;
- Coordinate the work of adult volunteers in schools to support service-learning activities;
- Hire service-learning coordinators to help identify community partners and implement service-learning programs;

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- Provide technical assistance for faculty training and program development, subgrantee meetings, program assessment and evaluation, and the development and dissemination of training materials.

### **Eligible Applicants**

Eligible applicants are Idaho K-12 schools of any grade span.

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## Responsibilities

**Idaho's State Department of Education Responsibility:** Perform outreach to potential applicants in the state, administer grant competitions, and oversee the *Learn and Serve Idaho* programs. Work with project sponsors to provide additional training and technical assistance for members. Provide training for supervisors and members through pre-service orientation, periodic site visits, regular phone and/or e-mail contact, and other scheduled events. Conduct Site Monitoring Visits to review the grantees' use of funds to achieve the goals and objectives specified in the project application and review sponsors' documentation.

### Sponsoring Organization Responsibility:

*Learn and Serve Idaho* schools will focus on:

- Increasing the scope of high quality classroom service-learning practice;
- Developing supportive policy for service-learning while reducing barriers which impede service-learning; and
- Developing systems, structures, and capacity to advance service-learning as a teaching/learning strategy with benefits for all students and as an integral component of education.

*Learn and Serve Idaho* superintendents agree to:

- Be informed, vocal advocates in their communities and state for service-learning as an integral part of school improvement, helping students reach high standards, and developing civic responsibility;
- Share with other superintendents regarding the *Learn and Serve Idaho* project; and
- Work with their school boards to develop supportive service-learning policies.

*Learn and Serve Idaho* principals and other building administrators agree to:

- Identify a Service-Learning Coordinator for the school. This person could be a current staff member, a new hire, or a contracted district employee;
- Support the professional development of the Service-Learning Coordinator and classroom teachers;
- Form an advisory committee to support the institutionalization of service-learning at the school through policy, practice and capacity building;
- Develop strategies to increase the scope of high quality service-learning throughout the school;
- Share challenges, strategies, and results;
- Contribute to "promising practices"; and
- Be informed vocal advocates in their communities and state for service-learning as an integral part of school improvement, helping students reach high standards, and developing civic responsibility.

*Learn and Serve Idaho* Service-Learning Coordinator agrees to:

- Attend two training events hosted by Idaho's State Department of Education to increase service-learning skills and knowledge;
  - ❖ One training may include the **Serve Idaho!** Conference.
- Form and supervise a diverse group of students to serve as the school's Youth Leadership Team;
- Develop collaborative partnerships with local community agencies to support high quality, meaningful service experiences;
- Develop collaborative partnerships with local business to engender support of projects through cash and material donations;

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- Organize and deliver staff development/training/information to strengthen service-learning teaching strategies that promote best practice and capacity building;
- Provide one-on-one coaching to teachers to assist with their development of high quality service-learning practices;
- Develop professional practices regarding coordination and implementation of high quality service-learning;
- Participate in evaluation procedures and site visits;
- Complete bi-annual progress reports; and
- Be informed vocal advocates in their communities and respective districts for service-learning as an integral part of school improvement, helping students reach high standards, and developing civic responsibility.

*Learn and Serve Idaho teachers agree to:*

- Develop their own professional practice regarding high quality service-learning linked to educational standards;
- Develop professional practices regarding coordination and implementation of high quality service-learning student projects;
- Participate in staff development/training to strengthen service-learning teaching strategies that promote best practice and capacity building;
- Participate in evaluation procedures and site visits;
- Complete biannual progress reports; and
- Share service-learning challenges, strategies, results, and best practices with other teachers and service-learning projects; and
- Be informed vocal advocates in their communities and respective districts for service-learning as an integral part of school improvement, helping students reach high standards, and developing civic responsibility.

*Learn and Serve Idaho School-based Youth Leadership Team members agree to:*

- Participate in training to build leadership skills and ways to develop partnerships with community agencies and businesses;
- Assist with service-learning project planning and donation solicitation;
- Provide youth perspective on challenges and issues that face their school and community, and participate in the evaluation of program methods and service-learning experiences.

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## Proposal Format and Instructions

Proposals should be drafted and submitted by a **team** consisting of the grant writer, school principal, designated Service-Learning Coordinator (if one has been selected), and district Superintendent. You may also wish to include letters of support from prospective advisory committee members, e.g. community leaders, teacher(s), parent(s), superintendent, school board member(s).

Be sure to include, in the order below, the following:

- ☐ Standard Transmittal Form: Complete the enclosed form on page 11. This will be the cover of your proposal.
- ☐ Readiness Concept Paper: Typed, single-sided, double-spaced, with one-inch margins, using no smaller than 12 pt font. LIMIT 3 PAGES. Follow "Guidelines for Proposal Narrative" on page 6 of this document.
- ☐ Project Vision and Description: Typed, single-sided, double-spaced, with one-inch margins, using no smaller than 12 pt font. Sections 1 – 9. Follow guidance beginning on page 6 of this document.
- ☐ Project Plan: Use the example on page 9. Reproduce and include as many pages as necessary. Number them in order.
- ☐ Budget: Directions, p. 10. Form, p. 11. Complete enclosed *Budget Request Form* and *Matching Funds Form* including signatures of "authorized representative" (e.g. principal, superintendent, fiscal agent).
- ☐ Signed Assurances:
- ☐ Principal's Letter of Commitment:
- ☐ Attachments and/or Enclosures: Include all supporting materials including examples of a course description, assignments and requirements all related directly to *Learn and Serve Idaho*.

## Deadline

Applications must be received by Idaho State Department of Education on **June 15, 2006 by 5:00 p.m.** Applications received after that time or faxed applications will not be accepted.

## Submission

Please submit an **original** and **three (3) unbound copies** to:  
Dr. Dan Prinzing  
Learn and Serve Idaho, Program Coordinator  
Idaho's State Department of Education  
PO Box 83720  
Boise, ID 83720-0027

### **Additional Information**

Please contact:  
Katherine Weatherspoon  
(208) 332-6974  
krweatherspoon@sde.idaho.gov

# Learn and Serve Idaho

## Guidelines for Proposal Narrative

### **READINESS CONCEPT PAPER: (limit 3 pages)**

Describe the need in your school or district for a *Learn and Serve Idaho* project.

- Include geographic and demographic information of your school/or district including the number of low-income people directly affected by the problem. Use current statistical data, citing source whenever possible, to substantiate the problem.
  - Include specific information regarding poverty levels, numbers of K – 12 students, and ethnicity of the targeted community.
  - Include the current state of literacy and achievement within your school and/or district (include specific information promotion/graduation, drop-out rates on students)
  - How will the *Learn and Serve Idaho* project impact these statistics?
  - List and detail any and all past and present *AmeriCorp* or *VISTA* or *Learn and Serve* or other volunteer/service projects you have or do have in your district or school.
  - Describe past and current practices that provide evidence to support the level of readiness for service learning in your school. Please include documentation as attachments to your proposal.
- ❖ *NOTE: Grants are available for establishing as well as established programs.*

### **PROJECT VISION AND DESCRIPTION:**

*To plan well, people need a clear, shared vision of what they are aiming to accomplish.*

1. State in measurable and quantifiable terms the specific challenge the *Learn and Serve* project will address.
2. Describe a need or idea for a specific *Learn and Serve* project within your school and/or district.
3. Describe how classroom studies will:
  - Complement community experiences;
  - Enable students to reflect upon community needs; and
  - Take action in addressing community needs.
4. Describe your school's level of commitment (financial, personnel, staff development, organization, and policies) to service learning.
  - Anyone who will be asked to help implement a plan or whose support will be critical to the success of the plan should be involved in its design.
  - *NOTE: A *Learn and Serve Idaho* project can be used to improve the potential level of commitment within a school or district.*
  - The project development process must include community input from the beginning.
    - Include as an attachment evidence that the project was developed jointly by the community to be served.
  - Include as an attachment or enclosure a letter of commitment from the Principal describing his/her vision for the school.

#### ***Writer's Tip***

This section, numbers 2 and 3 in particular, is the most important part of the application. It is where you share your vision and understanding of the potential of a *Learn and Serve Idaho* project for your school or program.



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5. Describe how you will advance service learning in your school.
  - Examples of a course description, assignments and requirements, anticipated number of hours of service, and reflective practice expected of students all related directly to service learning must be submitted.
6. Describe how you will form and implement a School-based Youth Leadership Team including how they will:
  - Identify existing community needs and resources;
  - Assist with project selection;
  - Give authentic community voice to volunteer service activities; and
  - Contribute to project evaluation.
7. Describe qualifications and experience of the designated Service-Learning Coordinator or teacher.
  - Include his/her level of education, experience, expertise and philosophy.
  - If a coordinator or teacher has yet to be recruited, include a detailed position description.
8. Describe how the school or district intends to achieve sustainability to continue the project when the *Learn and Serve Idaho* resources are removed.
  - Describe your school's plan for sustaining service learning as a teaching methodology beyond the year(s) of funding.
  - Progressive steps to be taken toward the eventual absorption of project initiatives by the sponsor and the community.
  - Other resources and systems to be phased in so that the *Learn and Serve Idaho* resources can be phased out.
  - Detail how the organization will be able to contribute financially in the future.
  - What volunteer program(s) and/or opportunities will be designed for institutionalization through the effort of the *Learn and Serve Idaho* Coordinator/teacher over the next year?
  - What resources will the sponsor provide to ensure the success of the *Learn and Serve Idaho* project?
  - How will the community be involved to ensure the sustainability of the *Learn and Serve Idaho* project?
9. Include a description of how you will evaluate the success of the project and measure the effectiveness and impact of the *Learn and Serve Idaho* funds upon your community.

### **PROJECT PLAN**

You are asked to complete a Project Plan for the *Learn and Serve Idaho* project, using the example on page 9. Submit a complete project work plan.

**The activities outlined in the *Learn and Serve Idaho* project Overview (pages 2-4 of this document) MUST be addressed in your Goals and Objectives.**

- Reproduce as many copies of the *Learn and Serve Idaho* Project Plan as necessary (page 9.)
- Number them in order.
- This Project Plan will be the main foundation of your project's evaluation.

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In **Column A**, list the proposed project goals and objectives you expect to achieve.

- GOALS are ends toward which activities are directed. What will happen as a result of the project. They are broad in scope, up to 12 months in duration, and identify changes that will impact the community to be served.
- OBJECTIVES are definable results leading to the achievement of each goal and are stated in quantifiable and measurable terms. They are narrower in scope and short-term (e.g. quarterly) in duration. (For example: In what service activities will the participants be engaged? In what professional development activities will staff engage?)

### **Writer's Tip**

To successfully complete this section - specifically address each bullet of the Project Overview on page 1 of this document.

In **Column B**, indicate a timeline for the completion of each goal and objective.

- Indicate the month(s) or quarter(s) during which you will work on and achieve the task.
- Detail specific steps and activities that will be undertaken to meet the project goals.

In **Column C**, define the intended outcomes. List results in quantifiable terms e.g. number of participants, hours served, over what period of time, how many beneficiaries will achieve this level of change, how much change will indicate success, how many people will directly benefit from the activity?

In **Column D**, indicate the resources needed and designated toward the achievement of the goal or objective.

In **Column E**, indicate how public and private sector resources will enable the project to continue after the Learn and Serve Idaho resources are gone.

- Progressive steps to be taken toward the eventual absorption of project initiatives by the sponsor and the community.
- Other resources and systems to be phased in so that the *Learn and Serve Idaho* resources can be phased out.
- Detail how the organization will be able to contribute financially in the future.
- What volunteer program(s) and/or opportunities will be designed for institutionalization through the effort of the *Learn and Serve Idaho* project over the next year?
- What resources will the sponsor provide to ensure the success of the *Learn and Serve Idaho* project?
- How will the community be involved to ensure the sustainability of the *Learn and Serve Idaho* project?

### **Writer's Tip**

Remember, you are thinking of ways to keep the PROJECT going once the grant funds have ended.

In **Column F**, indicate how you will measure and evaluate the intended outcome.

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<i>Learn and Serve Idaho</i> PROJECT PLAN					Page #
GOAL:					
A. Project Goals and Objectives	B. Timeline	C. Intended Outcomes	D. Resources	E. Sustainability	F. Evidenced By

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### BUDGET

- Complete the enclosed *Budget Request Form* including signature of “authorized representative” (e.g. principal, superintendent). Remember – documentation of 50% match of Total program cost is required in non-federal in-kind or cash contributions. **Provide detailed description including any calculations used.**

Please include the following in the Year 1 budget request:

- ❖ *Travel for two training events (5 days total) in the Boise area (one event may be the **Serve Idaho!** Conference each spring);*
  - ❖ *Service-Learning Coordinator compensation (if any).*
- Complete the enclosed *Matching Funds Form* for each grant year. **Ability to match grant amount with 100% non-federal in-kind or cash contributions must be documented.**
    - ❖ See Appendix A – *Potential Matching Funds* and Appendix B – *Sample Matching Funds* for suggestions.
    - ❖ *Be sure to provide any calculations used.*
    - ❖ **Please contact Dr. Dan Prinzing at the SDE, (208) 332-6974, to discuss any concerns regarding ability to meet match requirements.**

### Submission

Please submit an **original** and **three (3) unbound copies** to:  
Dr. Dan Prinzing  
Learn and Serve Idaho, Program Coordinator  
Idaho's State Department of Education  
PO Box 83720  
Boise, ID 83720-0027

#### Additional Information

Please contact:  
Katherine Weatherspoon  
(208) 332-6974  
[krweatherspoon@sde.idaho.gov](mailto:krweatherspoon@sde.idaho.gov)



Attention: Dr. Dan Prinzing, Program Coordinator

IDAHO'S STATE DEPARTMENT OF EDUCATION  
P.O. BOX 83720  
BOISE, IDAHO 83720-0027

## GRANT APPLICATION COVER SHEET

DATE SUBMITTED:

OFFICE USE ONLY:

DATE RECEIVED BY STATE:

FORM NAME:

***Learn and Serve Idaho Grant Application***

↑ ***Applicant Agency Name (School or Program)*** ↑

***Service Learning Coordinator:***

*Name and title of person to be contacted regarding this form*

***Mailing Address:***

***Telephone:***

***Fax:***

***E-mail:***

***By my hand and with this seal, I hereby certify that the information contained in this grant application is accurate and true to the best of my knowledge and belief. I further certify that I was and am a full partner in the design and writing of this application.***

***Printed Name and Signature of School Principal***

***Date:***

***Idaho School District Name and Number***

***County***

***To the best of my knowledge and belief, all data in these forms are true and correct. Documentation in support of this application is on file and available for review. The School District Superintendent has duly authorized the application.***

***Printed Name and Signature of School Superintendent***

***Date of School Board Approval of  
Proposal***

# Learn and Serve Idaho

## Budget Request Form

*Note: You may request funds from 1 – 3 years depending on project and as outlined in your narrative. Continuation of funding after year one will be based on the demonstrated progress toward achievement of project goals and the availability of Federal Funds. **Progress will be determined through Bi-annual Progress Reports and Site Visits.***

<u>School/Program Name and Complete Address:</u>	Grant Request	Grant Year:
	\$	
Completed by:		

Budget Item	Grant Funds Share	Grantee Share Other State, Local, or Private funds	Total Total program funding
<b>A. Implementation, Expansion, Operation, and Replication of Service Learning Programs</b>			
Salaries/ Service-Learning Coordinator Compensation			
Benefits			
Facilities			
Telephone			
Computer Usage			
Supplies			
Copies/Printing			
Postage/Shipping			
Other Services (Describe)			
Cash Contributions			
Other (specify)			
Adult Volunteer Programs			
<b>B. Planning and Capacity Building</b>			
Curriculum Development			
Project and Curriculum Supplies			
Evaluation/Research			
Travel to Grantee Meetings			
Other Travel			
<ul style="list-style-type: none"> <li>Project Coordinator Travel</li> <li>Student Travel and Project Transportation</li> </ul>			
Training and Technical Assistance			
Other (specify)			
<u>Grand Totals</u>			

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 School/Program \_\_\_\_\_

\_\_\_\_\_

Authorized signature of person responsible for  
 financial and reporting requirements of the grant

\_\_\_\_\_

Date

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**Matching Funds Form:** Use this form as a guide – add or subtract spaces as needed.

Budget Item	Source of funds and calculation of match	Dollar amount
<b>A. Implementation, Expansion, Operation, and Replication of Service Learning Programs</b>		\$
Salaries/ Service-Learning Coordinator Compensation		\$
Benefits		\$
Facilities		\$
Telephone		\$
Computer Usage		\$
Supplies		\$
Copies/Printing		\$
Postage/Shipping		\$
Other Services (Describe)		\$
Cash Contributions		\$
Other (specify)		\$
Adult Volunteer Programs		\$
<b>B. Planning and Capacity Building</b>		\$
Curriculum Development		\$
Project and Curriculum Supplies		\$
Evaluation/Research		\$
Travel to Grantee Meetings		\$
Other Travel <ul style="list-style-type: none"> <li>• Project Coordinator Travel</li> <li>• Student Travel and Project Transportation</li> </ul>		\$
Training and Technical Assistance		\$
Other (specify)		\$
<u><b>Grand Totals</b></u>		\$

# Learn and Serve Idaho

## Statement of Assurances

The following provisions explain the organizational requirements that must be met to sponsor a *Learn and Serve Idaho* project: The potential sponsoring organization must:

- ❖ Be an Idaho School designated as non-profit by the Internal Revenue Service (IRS);
- ❖ Comply with applicable financial and fiscal requirements established by Idaho's State Department of Education;
- ❖ Ensure the *Learn and Serve Idaho* funds and ensuing staff will be used only for the purposes for which they are granted and their services will be used to supplement, not supplant, state and local funds or positions;
- ❖ Ensure funds shall be used only to supplement, not supplant, state and local public funds expended for services of the type assisted under this grant in the previous year.
- ❖ Ensure the *Learn and Serve Idaho* service-learning funds shall be matched in accordance with the budget description.
- ❖ Ensure funds shall not be used to purchase capital outlay items.
- ❖ Ensure funds shall not be used to replace expenditures for professional growth opportunities provided by the district.
- ❖ Ensure funds shall not be used to provide religious instruction, conduct worship services, or engage in any form of proselytizing.
- ❖ Ensure funds shall not be used to engage in any form of political activity.
- ❖ Have resources available for the *Learn and Serve Idaho* members to perform their tasks – that is, space, consumable supplies, telephone (including some long distance) fax, e-mail, internet access, computer and copying privileges, postage and related expenses, fees for background checks (if required by district), on-the-job transportation reimbursement, and emergency cash to advance the members when needed;
- ❖ Agree to release the *Learn and Serve Idaho* Project Coordinator and participants to attend all trainings, meetings, and activities required.
- ❖ Be able to mobilize community, public, and private sector resources to achieve short-term program goals and long-term project self-sufficiency goals and to encourage local part-time community service;
- ❖ Have the capacity to recruit, orient, train, supervise, and otherwise support locally and nationally recruited *Learn and Serve Idaho* staff and participants in appropriate capacity-building roles;
- ❖ Have an understanding of the concept of, and be committed to, promoting national service and *Learn and Serve America*;
- ❖ Have an understanding of the concept of, and be committed to, promoting the goals of the *Learn and Serve Idaho*
- ❖ Be experienced in the issues related to the beneficiaries of service and those being addressed by the proposed project;
- ❖ Have the capacity to build community partnerships and collaborative efforts in order to achieve project self-sufficiency.
- ❖ The applicant will make such reports to the grantor, Idaho's State Department of Education, in such form and containing such information, as may be reasonably necessary to enable the grantor to perform its duties as expected by the funding agent.

Name of School or Program:	Date:
Printed Name and Title of Board Authorized Representative of the School/School District:	
Principal's Signature:	
Service Learning Project Coordinator Signature:	